January Board Meeting
January 3, 2017
9:00 AM – 5:00 PM CST

**Minutes**

**Meeting Called By**
President, Caleb Chapman

**Type of Meeting**
Bi-annual Board of Directors Meeting

**Note Taker**
Secretary, Sharon Burch

**Attendees**
President, Caleb Chapman; President-Elect, Todd Stoll; Immediate Past President, Bob Siniclope; Vice President, Bob Breithaupt; Secretary, Sharon Burch; Treasurer, Tim Fellow; Past President, Mary Jo Papich; Diane Chandler-Marshall, Rick Drumm, Dan Flores, Dan Gregerman, Monika Herzig, Francisco Torres, Greg Yasinitsky (Kirk Whalum’s flight was delayed on return trip from Japan.)

### Agenda

**9:00-9:10AM**

**Current Membership Report**

**Caleb Chapman, President**

**Discussion**

2062 Membership Goal for January 1, 2017

2075 Current Membership as of January 1, 2017

**Action Items**

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Person Responsible</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Double our membership to 4000 by January 1, 2018</td>
<td>Board and members</td>
<td>1-1-2018</td>
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**9:10-9:45AM**

**President’s Initiatives Update**

**Caleb Chapman, President**

**Discussion**

1. Membership Goal: Increase membership to 4,000 by 2018
   - Continue to increase membership.
   - Enlist 250 new members by the end of the 2017 conference
2. Launch new website
3. Introduce Area Units & Education Chapters
4. Hire managing director
5. Regional Conferences
6. Create Policies & Procedures for organization

**Action Items**

<table>
<thead>
<tr>
<th>Action Items</th>
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<tbody>
<tr>
<td>Board members - conference contest - who can sign up the most new members by the end of the conference?</td>
<td>Board Members Deadline: Saturday at 1:30am</td>
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</table>
10:10-10:30AM  STRATEGIC PLAN SPECIAL COMMITTEE REPORT  BOB SINICROPE, CHAIR

**DISCUSSION**
Bob Sinicrope, Strategic Plan Special Committee Chair, shared the proposed changes from the 2013-2016 Strategic Plan to the 2017-2020 Strategic Plan. See JENI link for details:

2013-2016 Strategic Plan with proposed changes for 2017-2020 Strategic Plan

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**CONCLUSIONS**

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**ACTION ITEMS**

Action item:
Breakout sessions at lunch to discuss.

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<thead>
<tr>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tr>
<td>Assigned Board of Directors</td>
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10:30AM-11:00AM  STRATEGIC PLAN BREAKOUT SESSIONS  BOARD MEMBERS, CHAIR

**DISCUSSION**

- Objective 1 - Regional, Area, Units
- Formulate a Diversity Statement for JEN
- JEN’s position and statement on Jazz and what is jazz

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**CONCLUSIONS**

- Agreed that Regional chapters are needed. We will move forward with implementation.
  - Regional chapters will be underneath the Education Committee governance structure.
- Diversity statement was created and proposed for adoption.
  - Question about diversity included in the selection process.
  - Suggestion to have a selection committee of diverse background.
  - Suggestion to add diversity checkpoints in the selection point.
  - Important to be a diverse

Diversity statement addressed and encompassed JEN’s statement on jazz.

Thank you to Bob Sinicrope for his work.

Mary Jo Papich moved to accept the 2017-2020 Strategic Plan as Proposed.
Caleb Chapman seconded the motion.
The motion passed.

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11:00AM-11:15AM  WOMEN IN JAZZ  NATALIE BOEYINK, CHAIR

The Women in Jazz Committee key initiatives for 2017 are:

1) Increase female instrumentalist participation in JEN.
2) Support the development of female jazz instrumentalists.
3) Share positive messages about being an instrumental jazz woman.

2017 January Women in Jazz Report

2017 WIJ committee meeting dates:
January 7 @ noon (during conference)
April 23 - TBA teleconference
July 9 - TBA teleconference
October 23 - TBA teleconference

Todd Stoll made a motion to accept the report.
Tim Fellow seconded the motion.
Motion passed.

<table>
<thead>
<tr>
<th>11:15AM-11:30AM</th>
<th>JENI Updates &amp; Information</th>
<th>Sharon Burch, Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Profile updates including correct email and phone</td>
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<td></td>
<td>● Page access &amp; notifications update.</td>
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<td>● COMMITTEE ROSTER UPDATES: <a href="https://docs.google.com/spreadsheets/d/1Sm8rCEmX6hlKb5_A9SgfSy3MfBCCv87d34dQz7N6bk/edit#gid=0">https://docs.google.com/spreadsheets/d/1Sm8rCEmX6hlKb5_A9SgfSy3MfBCCv87d34dQz7N6bk/edit#gid=0</a></td>
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<td></td>
<td>Governance Structure Updates: <a href="https://jazzednet.papyrs.com/Governance-Structure">https://jazzednet.papyrs.com/Governance-Structure</a></td>
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<tr>
<th>11:30AM-12:00PM</th>
<th>Personnel Committee Report</th>
<th>Rick Drumm, Chair</th>
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<tbody>
<tr>
<td><strong>Discussion</strong></td>
<td>Position - Conference Coordinator - Lou Fischer</td>
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<td></td>
<td>Compensation: Salary increase from $31,000 to $36,000</td>
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<td></td>
<td>Motion by Rick Drumm to accept the Personnel Committee Report</td>
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<td></td>
<td>Seconded by Mary Jo Papich</td>
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<td></td>
<td>Motion passed.</td>
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<tr>
<td><strong>Conclusions</strong></td>
<td></td>
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<tr>
<td><strong>Action Items</strong></td>
<td><strong>Person Responsible</strong></td>
<td><strong>Deadline</strong></td>
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<tr>
<td>Increase the conference coordinator salary</td>
<td>Tim Fellow</td>
<td>Immediately</td>
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<tr>
<th>12:00--2:00PM</th>
<th>Lunch Meetings</th>
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<td><strong>Lunch Meetings</strong></td>
<td><strong>Person Responsible</strong></td>
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<tr>
<td>Nominating Committee</td>
<td>Todd Stoll</td>
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<td>JEN Peer-reviewed online journal</td>
<td>Monika Herzig</td>
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<tr>
<th>2:00PM-2:30PM</th>
<th>Marketing Committee Report</th>
<th>Steve Nigohosian, Marketing</th>
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<tbody>
<tr>
<td><strong>Discussion</strong></td>
<td><strong>JEN Marketing Committee Report</strong></td>
<td></td>
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</table>
2:30-2:45PM  NOMINATING COMMITTEE  TODD STOLL, CHAIR

**DISCUSSION**
- Add Kirk Whalum to the nominating committee.
- Proposal:
  - Add two positions to the board with JEN needs and diversity in mind.
  - Nominees need willingness to be officers

**CONCLUSIONS**
Dan Gregerman made a motion, as a recommendation of the nominating committee, to increase the board to 17 members beginning July 1, 2017. Rick Drumm seconded the motion. The motion passed.

2:45--3:00PM  WEBSITE DEVELOPMENT COMMITTEE REPORT  TIM FELLOW, CHAIR

**DISCUSSION**
Michael Shritz available for details and Q & A.
Key Initiative #1: Oversee the implementation of the redesigned website
- COMPLETED action steps:
  - November 2016: Review and approve home page design; Identified imagery & website language; Edit of phase 2; Identified missing public pages; Edit of phase 3

  December 2016: Review and edit of phase 4; Building JF page; Font size adjustments; Restructured site map; Review and approve secondary page designs
  - NEXT action steps:
  - Current: Collecting dynamic images (JEN 2017 Conference); Committee chair discussion for page needs; EKR bid review for scope issues
  - March-April 2017: Soft launch and beta test
  - May 2017: Launch site
  - 2 Key Initiative #2 Research, select and implement ancillary platforms and systems to support the desired functionality of the website and other online JEN activities

  - NEXT action steps:
  - Q1 2017: Manage CRM data import and begin platform testing
    - eCommerce integration
    - QuickBooks integration
    - Online forms
    - Email marketing testing
    - Fundraising campaign and donor management testing
  - Q1 2017: Member pages development
Key Initiative #1: Establish Foundation and Corporate Funding
Key Initiative #2: Expand and Establish Individual Donor and Outreach Resources
Key Initiative #3: Establish Interactive Development Webpage and Social Media Outreach & Cultivation

Detailed 2017 January Development Report

Next Meeting: Conference, January 6, 11AM
(2017 Meeting Schedule to be re-identified during January 6 meeting.)

Tim Fellow made a motion to accept the report.
Sharon Burch seconded the motion.
Motion passed.

CONCLUSIONS

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<th>ACTION ITEMS</th>
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<tbody>
<tr>
<td>Scholarship Concert and a fund drive will be held Friday and Saturday of the conference to earn money for scholarships and educational programs.</td>
<td>Michael Shritz</td>
<td></td>
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3:15--3:45PM 2020 CONFERENCE LOCATION AND SCHEDULE OPTIONS CALEB CHAPMAN, PRESIDENT

Lou Fischer and/or Mike Shritz available for details and Q & A. https://jazzednet.papyrs.com/2020-Proposal

JEN is contracted to return to the New Orleans Hyatt Regency in 2020. However, we have been asked by the Hyatt to move our conference dates a week earlier as the NCAA has decided to host the National Championship Football Game the SAME weekend as we are scheduled to be there in the Superdome, adjacent to the Hyatt Regency. The NCAA requires use of all event space in the Hyatt and the Superdome, and will occupy hotels city wide. It is guaranteed that hotel costs around the city will jump, airfares will skyrocket, and restaurants will be impossible to get into; plus pricing will probably increase.

With that being said, the EC has been advised of this situation and does not feel comfortable in considering a move any time earlier given the New Year's Day holiday on Wednesday, January 1, 2020. This would mean rotating our scheduled conference dates to accommodate a two-day setup and one day dismantle in time to be out of the hotel in time for the NCAA move in, e.g. it is not feasible to run our conference from Saturday to Tuesday. As advised by HPN, the Hyatt Regency New Orleans is technically in breach of our contract in that we are being asked to move to accommodate the NCAA. They have offered a buyout to remain if we agree to move the dates. Again this does not appear to be a viable option for JEN. The EC charged that we begin working with our conference location finder firm, Hospitality Provider Network (HPN), and representative Casey Kruer to search for options JEN might have in 2020 in other cities.

Our Recommendation:
We collectively recommend to the Board that we be granted approval to proceed with negotiations to: (1) invalidate the 2020 Contract based on the breach by the New Orleans Hyatt, and (2) begin the negotiations to lock up 2020 in Birmingham, AL.

[JEN Birmingham 2020 Site Proposal]

Sharon Burch made a motion to accept the report.

Tim Fellow seconded the motion.

Motion passed.

**Conclusions:** Bob Sinicrope made a motion to accept the proposal as submitted by Lou Fischer, Conference Coordinator.

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**3:45PM-4:00PM**

**Change Conference Comp Badge Policy**

**Caleb Chapman, President**

**Discussion**

Lou Fischer and/or Mike Shultz available for details and Q & A. Currently: 2 badges per exhibitor booth included in exhibitor fee. 2 additional badges may be purchased at a discounted rate of $50 each.

**Proposal:**

I recommend the Board consider approving adding an incentive of additional badges equal to 1 + 1 badge beyond the established allotment per booth or table for every 5 year increments of continuous paid exhibiting.

Example:

5+ years continuous paid exhibiting = 1 extra badge + 1 extra additional ex badge purchase allowed beyond the established allotment per booth or table

10+ years continuous paid exhibiting = 2 extra badges + 2 extra additional ex badge purchases allowed beyond the established allotment per booth or table

(Monitoring to be in Exhibitors History document by Conference Coordinator)

This would serve as an Incentive Perk to those exhibitors that have been with JEN the longest and continue to exhibit with JEN.

**Part Two: Change to Spouse/Domestic Partner Requirement**

(Tabled until Tuesday)

- I recommend the Board consider approving a change to allow a Spouse/Domestic Partner Badge be changed to purchasable by any "registered" attendant. Currently it is established policy that Membership is required. The fact is we do sell Spouse/Domestic Partner badges on site to registered attendees that are performing/presenting that are not members of JEN.

**Conclusions**

Bob Breithaupt made a motion to accept the proposal. Seconded by Bob Sinicrope.

**Discussion**

Questions:

Todd Stoll - How does this compare to other similar organizations?

**Bob Breithaupt amended the motion as follows:**

**Amended Proposal:** Beginning in 2018 all exhibitors will receive 4 badges per booth with the ability to purchase two additional badges at $50 each.

In addition, add an incentive of additional badges equal to 1 + 1 badge beyond the established allotment per booth or table for every 5 year increments of continuous paid exhibiting.
Example:
5+ years continuous paid exhibiting = 1 extra badge + 1 extra additional ex badge purchase allowed beyond the established allotment per booth or table
10+ years continuous paid exhibiting = 2 extra badges + 2 extra additional ex badge purchases allowed beyond the established allotment per booth or table
(Monitoring to be in Exhibitors History document by Conference Coordinator)
This would serve as an Incentive Perk to those exhibitors that have been with JEN the longest and continue to exhibit with JEN.

Bob Sinicropes seconded the motion.  
The motion passed.

Dan Gregerman made a motion President, V. President, President Elect and Immediate Past President are authorized to give complimentary badges as deemed beneficial for the purposes of JEN.  
Monika Herzig seconded the motion.  
The motion passed.

Meeting adjourned until Wednesday, January 4, 2017.